

OFFICE OF THE DIRECTOR
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029

F. No.40-30/2023-Estt.-I(DO)

Dated: 13/07/2023

OFFICE MEMORANDUM

Subject: Constitution of Committee for Sanitation and Swachhta at AIIMS, New Delhi - Reg.

It is noted that sanitation services at AIIMS New Delhi are operational under the administrative control of Chief's of Centers / Medical Superintendent / Engineering Dept, etc. To ensure uniformity in sanitation services across AIIMS and to ensure that all areas of the AIIMS Campus is comprehensively covered under the Swachatta Abhiyan, it has been decided to constitute the following committee:

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| 1. Prof. Rakesh Kumar, Deptt. of Nuclear Medicine | - PIC (Sanitation) & Chairman |
| 2. The Medical Superintendent (Hospital) | - Co-Chair |
| 3. Prof. & Head, Deptt. of Hospital Administration | - Member |
| 4. The Medical Superintendent (Dr. R.P.Center) | - Member |
| 5. The Addl. MS (C.N.Center) | - Member |
| 6. The Addl. MS (Dr. BRA IRCH) | - Member |
| 7. The Addl. MS (CDER) | - Member |
| 8. The Addl. MS (JPNATC) | - Member |
| 9. The Addl. MS (New RAK OPD) | - Member |
| 10. Prof. & Head, Deptt. Of CCM | - Member |
| 11. Prof. & Head, Deptt. of Orthopedics | - Member |
| 12. Prof. & Head, Deptt. of Pathology | - Member |
| 13. Prof. & Head, Deptt. of Anatomy | - Member |
| 14. Prof. Shah Alam, Deptt. of Orthopedics | - Member and PIC, Outsourcing Cell |
| 15. The Superintendent of Hostels | - Member |
| 16. PIC Security/Chief Security Officer | - Member |
| 17. The Superintending Engineer | - Member |
| 18. Mrs. Sudha Rao, ANS, Hospital | - Member |
| 19. Mr. Naresh Kumar, Fire Officer | - Member |
| 20. Dr. Abdul Hakim Choudhary, Deptt. of Hospital Administration | - Faculty-in- Charge Swachhta team |
| 21. Dr. Hitender Gautam, Deptt. Of Microbiology | - Member Secretary |
| 22. Dr. M. Charan Raj, Deptt. of Hospital Administration | - Convener |
| 23. The Senior Sanitation Officer | - Co-Convener |

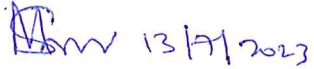
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13/7/2023

The terms of reference of this committee shall be as under:

1. The committee shall be supervisory in nature to create a uniform system to provide oversight, subsuming the sanitation related functions being undertaken under engineering section, main hospital, OPD, various centers, residential areas etc. and extend sanitation services to external areas or buildings presently not covered.
2. The Swachhta team already constituted shall function under the supervision of this committee.
3. The committee shall assess the rationalization & manpower allocation for sanitation services among the various centers to ensure that all areas of the AIIMS are kept clean.
4. Special rounds are to be undertaken by sanitary inspectors, accompanied by committee members, in conjunction with Engineering Services Department, to have a unified approach to renovation, painting, removal of malba and cleaning activities. Similarly, water drainage and leakage inside and outside the buildings of AIIMS to have a unified approach by ESD and Sanitation.
5. The PIC Sanitation shall periodically verify the duty rosters of sanitation staff.
6. A unified approach to recruitment, attendance and supervision of all outsourced staff undertaking sanitation work shall be established by the committee so that their work is properly supervised and allocated.
7. A system for redressal of complaints regarding cleanliness, common for all areas of the AIIMS shall be created with designated sanitation officer/inspector in charge, including complaints from the general public. Methods for contacting this nodal officer are to be made available to all departments.
8. Liaison with departments where sanitation staff is being deputed for periodic inspection of the work undertaken, departmental cleanliness and manpower mapping shall be done in conjunction with the HOD of the respective department.
9. The existing administrative mechanisms for deployment, sanction, supervision & payments for sanitation manpower / contracts shall continue as before and this committee shall be in addition to the same.


(Prof. M. Srinivas)
Director

Distribution: *(with a request to also circulate it to all officials under their control)*

- All Concerned
- PS to Director/AD(A)/Dean (Acad/Research/Exam)/MS/Sr. FA/Dy. Secy., AIIMS, New Delhi
- All Chief of Centers/Heads of Deptt./Section/Unit
- The computer facility – with a request to upload this on official website of the institute
- The Sr. Hindi Officer – with a request to provide the Hindi version for uploading on the AIIMS website